



This checklist was designed to assist supervisors when an employee terminates as a guide for possible steps, items to be collected and reminders of important steps to follow.

Employee Section

Name:

EIN #:

Agency Employed By:

Reason for Leaving:

Date of Notice:

Last Day Worked:

AUDIX Password:

Computer ID:

Updated Contact Information

Phone:

Address:

City:

State:

Zip Code:

As I separate from my employment, I certify that I have returned or am now returning all items in my possession that are the property of the State. I understand the possibility of my last paycheck being held if any money or property owed the State of Utah is still outstanding.

Employee Signature:

Date:

Supervisor Section

Please check here if employee declined an exit interview

Attach all disciplinary documentation (if applicable)

Confirm and record last day of work here:

Request return of and collect all state property

ID/Security Card

Other:

Keys

Other:

Money Owed to State (tuition,
phone bills, credit card, etc.)

Other:

Other:

State Owned Equipment

Other:

Fill out final timesheet or help employee complete final ESS entry

Notify local HR the employee is terminating

Supervisor Signature:

Date: